



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

*In-House Applicants Only*

Opening Date: 06/30/14

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Closing Date: 07/07/14

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If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma or GED
- Current Guard Card
- Tribal Identification (*if applicable*)

All requested information must be in the Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Position Title: Gaming Security Sergeant

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Department: Gaming Security

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Work Schedule: Varies

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Wage Rate: Pay Range 15: \$15.84./ HR./ Overtime Eligible

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IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB DESCRIPTION

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**POSITION TITLE:** Gaming Security Sergeant      **WORKSITE:** Eagle Mountain Casio  
681 S. Reservation Rd.  
Porterville, CA 93257

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## GENERAL POSITION DESCRIPTION

The Security Sergeant supervises and manages the Security Officers, assists the Tule River Tribe Gaming Commission and its personnel in enforcing Tribal Gaming Regulations, laws and procedures.

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## DUTIES AND RESPONSIBILITIES:

1. Supervises the Security Officers activities on each shift.
2. Patrols, buildings, of Eagle Mountain Casino and Gaming Commission to prevent and discover crimes, investigate crimes, maintain order, and answer calls and complaints.
3. Oversees the scheduling of assigned personnel, monitors days off and area assignments to insure complete coverage of all assigned patrol areas.
4. Brief all Security personnel on a daily basis of all incidents and memos from each shift.
5. Ensures the safety and well being for all employees and patrons.
6. Attend on going training to improve skills that are work related and beneficial to the Security department.
7. Assign tasks as needed to subordinates and ensures proper supervision has been provided for task.
8. Organize and coordinate search and rescue efforts.
9. Locates, searches, detains, and arrests law violators, following recognized police procedures;
10. Investigates illegal or suspicious activities, person, and establishments, and quells disturbances;
11. Interview and questions victims, witnesses, and suspects;
12. Gathers and preserves evidence;
13. Performs first aid and provides other assistance to accident and other victims;
14. Assist outside agencies with control and maintenance of law and order in volatile situations or natural disasters;
15. Directs and controls traffic;
16. Issues written citations for traffic and other minor violations;
17. Operates police communication and computer equipment to obtain, disseminate, and report information;
18. Writes detailed incident, investigation, activity, and other reports;
19. Testifies in court to present evidence by describing conditions, situations, and actions;

Approved by TRTC: 6/12/2014

20. Cooperates and enforces departmental policies & procedures and all policies & procedures of the Gaming Commission, Casino Operations and local Law Enforcement Agencies, as requested and or approved.
21. All other duties assigned.

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#### QUALIFICATIONS:

1. High School diploma or G.E.D.
2. Three (3) years of work experience in a security related position.
3. Must have a valid California Drivers License and be insurable through Tribe's insurance.
4. Must possess a California Security Guard Card. (Tribal Member Only-obtain one within 90-days of hire).
5. Must be able to obtain State of California Bureau of Security & Investigative Services permit for defensive equipment use as authorized by the administration.
6. Must successfully complete a background investigation and pre-employment drug/alcohol screen
7. Must possess a First Aid and CPR certificate (obtain one within 90-days of hire).
8. Must be able to obtain and maintain a Gaming License.
9. Must have strong report writing skills.
10. Must be professional, polite, and respectful towards guests.
11. Must be able to handle extended hours when needed.
12. Must have excellent interpersonal skills with demonstrated patience, tact and respect.

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#### KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of Security or Law Enforcement preferred.
2. Knowledge of Microsoft Office XP (Word, Excel, and ect.).
3. Ability to gather, interpret and compare technical data.
4. Ability to write clearly and concisely using correct grammar to record and report information.
5. Ability to communicate with persons of various social, economic, and cultural backgrounds.
6. Ability to work from oral and written instructions.
7. Ability to read and write common vocabulary.
8. Ability to read, understand, record, and apply technical materials.
9. Ability to handle and maintain confidential information.
10. Ability to retain and recall factual information.
11. Ability to identify problems, determine variable solutions, and adopt effective courses of actions.
12. Ability to apply common sense.
13. Ability to promote good public relations.
14. Ability to work weekends and Holidays.
15. Excellent verbal and listening skills.
16. Ability to influence others in a positive manner.
17. Ability to read write clearly and informatively, comprehends documents pertaining to security policies & procedures, rules & regulations and operating instructions.
18. Ability to abide by departmental policies & procedures, Tribal policies & procedures, and Gaming regulations.

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### PHYSICAL REQUIRMENTS

Position requires prolonged sitting, standing, walking, crawling, reaching, grasping, repetitive hand movement, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The employee may occasionally be required to climb and/or balance. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust and focus. Acute hearing is required. Frequently must be able to lift up to 50 pounds, and normally must be able to lift over 50 pounds. This position may require the movements and strength to incapacitate or subdue other persons for the protection of safety of self and others. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

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**This position reports to:** Gaming Security Lieutenants

**Supervises:** Security Officers

**Salary:** Pay Range 15: \$15.84/Hr.  
Paid Bi-Weekly/ Overtime Eligible

**Hours:** Varies depending on department needs  
Full Time

**Benefits:** Medical, Dental, Vision, Flexible Spending Plan, PTO &  
401(K) plan.

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES,  
IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT**